

**SE-380****Request for Authority to Execute a Construction Contract**

AGENCY: _____
(Name)

PROJECT: _____
(Number) (Name)

CONTRACT DATES:

DATE BIDS OR QUOTES WERE RECEIVED: _____

DATE BID OR QUOTE EXPIRES (INCLUDING EXTENSIONS): _____

DATE NOTICE OF INTENT TO AWARD WAS POSTED: _____

AUTHORIZATION IS REQUESTED TO ENTER INTO A CONTRACT WITH:

NAME OF BIDDER: _____

TYPE OF CONTRACT (Check one) ☐ **Single Project** ☐ **Indefinite Delivery**

AMOUNT OF BASE ☐ **BID** OR ☐ **QUOTE: (Check one)** _____

ALTERNATE(S) ACCEPTED: Nos. _____ **ALTs. TOTAL AMT.:** _____

TOTAL OF BASE BID OR QUOTE PLUS ACCEPTED ALTERNATE(S): _____

AMOUNT OF MULTIPLIER FOR INDEFINITE DELIVERY CONTRACTS: _____

AGENCY CERTIFICATION:

I hereby certify that the Agency has conducted this solicitation in accordance with the requirements of the SC Consolidated Procurement Code and the *Manual for Planning and Execution of State Permanent Improvements, Part II*, and that the proposed expenditure is within the authorized scope and budget for this Project. I further certify that the Agency has authorized, unencumbered funds available for obligation to this contract. I hereby request the approval of the State Engineer to execute the attached Contract for construction services in support of the above named Project.

BY: _____ **DATE:** _____
(Signature)

(Print or Type Name) (Title)

APPROVED BY: _____
(State Engineer) (Date)

INSTRUCTIONS TO THE AGENCY**For a Single Project Contract, submit the following:**

1. SE-380 (Original & 1 copy).
2. Copy of SE-330 (if sealed bid) or SE-331 (if quotes).
3. Copy of Bid Security, if required.
4. Copy of Bid Tabulation.
5. Copy of SE-370, as applicable.
6. Copy of proposed Contract, signed by Contractor, but NOT by the Agency.
7. Copy of SE-355, with Power of Attorney, if required.
8. Copy of SE-357, with Power of Attorney, if required.

For an Indefinite Delivery Contract, submit the following:

1. SE-380 (Original & 1 copy).
2. Copy of SE-330.
3. Copy of Bid Security, if required.
4. Copy of Bid Tabulation.
5. Copy of SE-370, as applicable.
6. Copy of proposed Contract, signed by Contractor, but NOT by the Agency.